



# SUPERVISION OF PUPILS POLICY

## YEARS 1-6

### **Duties and Responsibilities**

Teachers have both a statutory and contractual obligation to maintain good order and discipline among pupils and to safeguard their health and safety whenever they are authorised to be on school premises or engaged in authorised activities elsewhere. Thus, the teacher has a responsibility to minimise the risk of injury and to promote good standards of behaviour and good attitudes and relationships amongst pupils.

The Headmaster (Proprietor) has responsibility for the internal organisation, management and control of the school and for the deployment and management of teaching and non-teaching staff. Thus, the Headteacher (Proprietor) must make appropriate arrangements to maintain reasonable supervision of all children on school premises or engaged in authorised activities.

In determining the arrangements for supervision, the Headteacher (Proprietor) must ensure that supervisors are aware of the extent of their duties and both supervisors and pupils must be aware of the areas on the school premises to which pupils have access. Parents should be informed of the general supervision arrangements made by the school for the periods before and after school sessions and, for those parents who convey their children to school, information should be provided about setting down and collecting points.

### **Before start of School**

Children are not the responsibility of the school until they have been dropped off at the designated place from 7.45 am (for Breakfast Club) or at the usual time of 8.30 am. Children at Marnic House (Year 1) can be dropped off at the Marnic House Playground and are supervised by at least two Supervisory Assistants from 8.30am. Children at Pointers (Years 2-6) can be dropped off in the main school playground where they will be supervised by at least one teacher. Children are supervised by the member of staff on duty in the playground until 8.45am when they are sent inside to their class teacher.

### **Collection of a child during the day**

If a child is collected before the end of the day the adult collecting the child has to sign them out at the Office. The Secretarial/Office Staff are responsible for administering this system. The child is then signed in again by the Secretarial/Office Staff, should they return during the day.

- **Collection of a child to a private lesson during the school day:** The Peripatetic Teacher will have a meeting with the Class Teacher to confirm which dates and times the child will be attending a private lesson. This information is noted in the register. In the event of fire, the teacher teaching the class will have access to this information and will bring it down to the fire assembly point so that the private lesson children are accounted for.
- **Authorised collectors:** Any authorised collector must be made known to the child's teacher. In the event of an emergency the parents will provide a password to be given when the child is collected and the child will only be released after a call or letter from the parents.
- **Persons prohibited from collecting children:** If a different person calls to collect a child, and the parents have not informed the school of this, then the parents' permission must be obtained before handing over the child. All staff will be made aware if a child is not allowed to come into contact with members of their own family. In such circumstances a record is kept of each child and the names of



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those family members with whom that child is forbidden contact. If one of these family members should call at school they must not be granted access and an authorised person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

### **Missing Child Procedures**

If a child goes missing on site:

1. The Class Teacher, Playground Supervisor, Teaching Assistants, Office Staff, Specialist Staff and Duty Staff would be questioned. The Headteacher must be informed and in his absence the Deputy/Senior Teacher.
2. A search would immediately be made of school buildings and grounds, including toilets etc.
3. Both parents, guardians and close relatives would be contacted in case of a misunderstanding, as would other close friends/parents.
4. The Police would be contacted as soon as a search had been made (and the child had not been found) on the school premises and the parents had been contacted or before if the parents could not be contacted.
5. A check would be made on the CCTV system.
6. Staff would start to walk/drive in the direction of that child's home if it was thought that they had tried to go home.

Actions to be followed by staff if a child goes missing on an outing:

1. The Group Leader would take control of the situation and each group would do an immediate roll call in order to ensure that all other children were present. Relevant children/friends of the missing child would be questioned.
2. A specified member of staff would search the immediate vicinity.
3. The venue manager would be contacted and a search arranged.
4. The Headteacher/Child Protection Officer of the school would be informed.
5. The remaining children would be taken back to school. The Headteacher would ring the child's parents as soon as possible and explain what had happened and what steps had been set in motion. The parents would be invited to go to the venue or the school as quickly as possible.
6. The police would be contacted as soon as the parents had been informed or before if the parents could not be contacted.
7. The Child Protection Officer would inform the Children's Safeguarding Board.
8. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care. The insurers would be informed.
9. If a child is injured a report would be made under RIDDOR (reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) to the Health and Safety Executive (HSE).

*A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.*



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### **Outdoor Play Procedures**

All children in Year 1-6 have a 20 minute play break in the morning and a 30 minute play break at lunchtime. If it is deemed safe the children go outside in the playground. Playtimes are supervised in accordance with the Government guidance of 1 adult to 30 children.

### **Playground Supervisory Assistant's Role for Playtimes**

- a) **Play Times:** The children should be lead out to play by their class teacher/ TA when the playtime supervisor is ready. The supervisor will be accompanied by at least one member of staff. Children should be discouraged from using the toilet and only let inside if it's an emergency. Accident forms should be completed and delivered shortly after playtime ends.
- b) **Bell Ringing:** When the bell rings the children are expected to **stay still and remain silent and the Duty Teacher must insist on this!** When this is accomplished the hand bell is rung and the children tidy-up and walk towards their designated lining up areas silently. When the hand bell rings the Playground Supervisors should actively enforce the code of silence and help the children line up. They should move around the lines to assist with discipline. Any children who do not cooperate should be referred to their Class Teacher.
- c) If a member of staff on duty fails to appear on duty, the playground supervisors should **send a message to the Office** and the matter will be addressed immediately. The Duty Teacher must be **on duty promptly**.
- d) The Duty Teacher will open the front door and begin to set up the activities, ensuring that the front gate is locked. They will stay outside through playtime and complete the tidying away. They should check that all children are accounted for before leaving the grounds. **All doors must be closed for security reasons.**

### **General Guidance for Playtime Supervision:**

- Undertake playground duty, supervising by *circulating* amongst children. Supervisory Assistants should carry out this supervision separately, not in pairs.
- Supervise children in designated areas, other than the playground, during Wet Play.
- Ensure that adequate games and activities are provided to occupy children, such as chess, books, 4-square, and a range of sports.
- Attend to minor accidents and send wounded child with a friend to report to the School Secretary/First Aider (or in her absence, a member of staff). In the case of serious accidents, the Supervisory Assistant must fill in the details of the accident in an Accident Form as soon as possible. This is kept in the School Office. A copy is kept in the relevant child's file and another copy is sent home to the parent.
- Report to the Headmaster or Deputy Head, any untoward circumstances or behaviour. Children are encouraged to be kind to one another.
- Ensure that children do not leave the playground (if being collected by a parent/carer) without being signed out by the Office Staff.
- Ensure the safety and well-being of the children during the whole playtime.



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- Children must wear school trainers/shoes/boots and warm clothing when necessary.
- Children are encouraged to put food wrappers, apple cores etc. in the bins. Snacks are to be eaten in the classroom not in the playground.
- Children are only expected to enter the school to go to the toilet or in a minor emergency. They must first ask permission. If it was a real emergency the child would be accompanied by an adult.
- Children must keep off any wet/slippy surfaces which will be cordoned off.
- Children respond to the bell and are expected to line up quietly.

### **Mealtime Duties**

Staff on dining hall duty are responsible for supervising children washing hands and ensuring that tables manners and a quiet eating environment is maintained. All teachers, including those on supervisory duties must be allowed at least 30 minutes break time between morning and afternoon session.

### **End of Day or 'Hometime' Procedures**

Children are not allowed to be dismissed to any unexpected person unless permission has been given from the parent.

- Year 1 will be dismissed at Marnic front door at 3.20pm. 1 TA to wait in one classroom with children attending club or late class and 1 TA to come downstairs to supervise children in hallway.
- Year 2 will be dismissed at Pointers front door at 3.30pm. TAs accompany children attending club or late class.
- Year 3 will be dismissed at Pointers front door at 3.35pm. TAs accompany children attending club or late class.
- Year 4 will be dismissed at Pointers front door at 3.40pm. TAs accompany children attending club or late class.
- Year 5 will be dismissed at Pointers front door at 3.45pm. Children wait in the classroom for teacher before attending club or late class.
- Year 6 will be dismissed at Pointers side door at 3.45pm. Children to wait in the classroom for teacher before attending club or late class.

On many days, the playground is used promptly at 3:45 for an afterschool club so children MUST be dismissed promptly. Any children not collected should be supervised by the class teacher/ TA for 15 minutes after dismissal. They should then be taken to late class.

Children will only be permitted to walk home from school unaccompanied by an adult if specific written permission has been received from their parent.

Pupils in Year 4 and above may be dismissed to walk home alone or with a sibling. However, this is at the discretion of the child's parent, who should take into account the child's attitude and maturity. This will only be permitted upon signed receipt of a letter of permission from the child's parents.

### **Action to be taken if a child is not collected from school**



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The school obviously has an obligation to stay with any uncollected child at the end of the day, until that child is collected. If a child has not been collected at the end of school or Late Class the following procedures will take place:

- The school must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the teacher in charge should check this description before permitting the child to leave.
- Any child not collected will be taken to the late class and cared for until the parents arrive.
- The mother and/or father will be contacted using all available numbers on the contact form;
- The emergency number of a friend or neighbour will be contacted otherwise;
- The police will be informed;
- Social Services will be informed and will take the child into care.
- A record will be kept of all children who are not collected by the due time. This will note the date, the time at which was collected, who collected the child, and the reason given.

### **Breakfast Club and Afterschool Club**

Children from Nursery to Year 6 can attend breakfast club and afterschool club. The Breakfast Club opens at 7.45am and finishes at 8.30am. Afterschool Club begins at 3.30pm and finishes at 6.30pm.

- **Organisation:** A daily register is kept, where children are signed in and out. Information about each child's individual needs and emergency contact numbers are available in the school office. Important daily notes are kept with the register.
- **Premises & Equipment:** The premises are designed not to restrict mobility for any individual. All equipment is periodically checked and replaced if necessary. Breakfast Club takes place at The Early Years Department and Afterschool Club takes place at the Y1-6 school site.
- **Activities:** All activities cover a wide range of abilities, interests and ages. Children have a free choice of activities.
- **Staffing:** All staff are experienced and are employees of the school or have a close affiliation with the school.
- **Ratios:** Staffing ratios are 1:8 for children in Nursery. Staffing ratios are at least 1:30 for all other classes. There are three members of staff to cover Breakfast Club each morning. Afterschool Club usually has four staff members. Staff numbers may increase or decrease dependent on demand and there is a bank of staff members to call upon if needed.

### **Extra-curricular clubs**

Teachers engaging in extra-curricular activities with pupils accept the full duty of care for them during the time of the activity including preparation and clearing up and, where appropriate, for the safe and orderly dismissal of pupils from the school premises.



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### Other Activities

The ratio of school children to adults on trips out of school varies according to the age of the children, the nature of the activity and the special educational needs. The school will err to the side of caution on this matter. There are no circumstances under which the staffing ratios are less generous than those to be found in school. With very young children, and those with special needs, it may be necessary to have a one to one staffing ratio. All groups on a visit outside the school grounds will be accompanied by a minimum of two adults and that where groups contain both boys and girls, wherever possible there is an adult of each sex. This is essential on residential visits. The following are examples only and Group Leaders should assess the risks and consider an appropriate safe supervision level for their particular group.

For most school trips, the following staffing ratio will be appropriate:

- Early Years Nursery – 1 adult for every 4 children;
- Early Years Reception – 1 adult for every 5 children;
- Years 1 and Year 2 - 1 adult for every 6 children;
- Years 3 – 6 – 1 adult for every 8 children.

The above staff pupil ratio is certainly not needed every time our school takes pupils to a local venue such as the library and local church. There must always be a minimum of 2 staff with each class.

Local visits (Blackheath) staff pupil ratio:

- Early Years Nursery – 1 adult for every 8 children;
- Early Years Reception – 1 adult for every 10 children;
- Years 1 and Year 2 - 1 adult for every 10 children;
- Years 3 – 6 – 1 adult for every 18 children

Offsite Sports (PE sessions at Hervey Road and swimming lessons at The Waterfront Centre):

Year 2 – 1 adult for every 8 children

Year 3 – 1 adult for every 9 children

Year 4 – 1 adult for every 10 children

Years 5 & 6 – 1 adult for every 11 children

Signed:

Mr Adam Greenwood  
Headmaster

Mr Robert Higgins  
Proprietor

Date reviewed:

29.08.2019

Date of next review:

29.08.2020